

UHESA Meeting #10  
Dixie and conference call  
October 12, 2005  
1:00 – 2:00 pm

**WELCOME and ROLL CALL.....Laurie Sullivan**

Meeting called to order at 1:07 pm.

College of Eastern Utah:	Jan Young, Hank (Geneva Brooks out of town)
Dixie State College:	Laurie Sullivan, Randy Judd, Sheila Cannon
Salt Lake Community College:	Keenan Adcock and Butch Steffen
Snow College:	Mike Jorgensen
Southern Utah University:	Barbara Rodriguez
University of Utah:	no one in attendance
Utah State University:	Marsha Howell (PEA), Chris Lord
Utah Valley State College:	Shad Sorenson, Louise
Weber:	Jennifer Evans (PSAC) and Bob King (PSAC)

**BUSINESS ITEMS.....Laurie Sullivan**

Minutes were reviewed. Motion to approve minutes was made by Hank and seconded by Mike.  
Unanimous vote to accept.

**UHESA DAY.....Butch Steffen**

UHESA Day is scheduled for February 2, 2006. Butch went to the capital last week and met the replacement for Linda Johnson – her name is Casandra Baman (?sp). He introduced himself and told her who we were. Butch has scheduled room W040. The timeframe for meeting with representatives is usually 10 – 12. We'll congregate around 9:00 a.m. and then the afternoon is to your discretion. Executive Board Meeting will be from 1:00 – 2:00 p.m.

**Legislative Letter.....Laurie Sullivan**

Butch will draft something up by the end of next week and send it to Laurie. We'll pass it around for thoughts. Try to get it done by the end of next week. Get it on letterhead and out to everyone. They'll have a tool to use in regards to getting our message out.

Butch asked the executive board to make sure letters were given to the president's of each institution.

**Higher Ed Appropriations Committee**

Higher Ed appropriations committee will meet Nov. 10<sup>th</sup>, 1-5 pm at capital building. Butch will attend. Higher Education's role in building Utah's economy is an agenda item. Other agenda items include USU and Utah research, UCAT, timeliness of training to industry requests.

**December UHESA Meeting at CEU**

Hank and Jan said Geneva is getting together a list of hotels for the December 2<sup>nd</sup>, 2005 meeting in Price. Suggestions include Holiday Inn in town, Greenwell or Carriage House Greenwell has a state rate. We will be finalizing things for UHESA day. 9 a.m. until 1:00 p.m., lunch included, then visit the craft fair for scholarships in the afternoon. Butch would like an hour on the agenda for training. Representative Brad Kind needs an invitation extended to him to be there. Geneva, Hank and/or Jan will invite. Caucus meetings are coming up in the Spring. Mike Demitrich from PRICE, State Senator, will be invited as well.

**Institution Drop Deadlines**

Laurie wanted to know about drop dates at each institution. Dixie has 8 weeks. SUU has 3 weeks to drop, 9 to withdraw. Weber has 3 weeks to drop individual classes, 9 weeks for a 'W' in individual classes, last instructional day to completely withdraw from semester. CEU has 3 weeks to drop, 13<sup>th</sup> week with W on individuals, last instructional day to totally withdraw. UVSC has 3 weeks to drop. SLCC, Keenan will check. Snow does 3 weeks without the W, 8 weeks with W.

### **Additional Holiday 'Paid' Time-Off**

Barbara requested information from each institution about timeframes of being notified of additional holidays for December/January. Dixie – their President has granted from 22<sup>nd</sup> to 3<sup>rd</sup> of January off with paid leave. They are closing their campus. The President might have some offices open. Last year they completely closed it down. That's paid additional holiday time. Keenan mentioned Dec. 24<sup>th</sup> through Dec. 31 at SLCC as paid leave. Last year CEU did that same time. CEU has heard unofficially the same thing for this year. USU is off the whole last week in December. Snow gets 23<sup>rd</sup> and 26<sup>th</sup> and ½ day from Governor. UVSC has Monday the 26<sup>th</sup> – Monday, January 3<sup>rd</sup> as paid time off. Barbara said SUU has asked about time off and are taking it under advisement. In the last year they've had 2 floating days during that timeframe. Weber State has received 1 extra floating holiday in the past to use between Dec. 23<sup>rd</sup> and Jan. 3<sup>rd</sup>. No Uof U – Shad will try to contact them.

### **UHESA Newsletter**

Teresa McKnight will get UHESA newsletter done as soon as possible and get the PR going now. Teresa needs each institution representatives to send her ideas or feedback from staff of what they want to see on the UHESA newsletter and UHESA website. We need to make sure each institution has the new UHESA logo and that the link works. Newsletter will be on the website. [www.usu.edu/uhesa/](http://www.usu.edu/uhesa/) In the next week Rob Barton and Teresa McKnight want to get some information posted – electronic newsletter. It would be nice to see more legislative updates on the web page as well. Legislative workbook can be printed off.

### **Next Meeting Time**

Wednesday, November 9, 2005 at Dixie and by teleconference

Barbara motioned to adjourn. Jennifer seconded. Meeting adjourned at 1:56 p.m.